

PRIVACY NOTICE - NDCSA Members

Narberth & District Community & Sports Association (NDCSA) is a Registered Charity (No. 512032) which aims to provide facilities and services for the inhabitants of Narberth and the surrounding area.

We have a Legitimate Interest under the **General Data Protection Regulations** to collect such personal information as we require to enrol you as a member of this organisation.

We promise to keep your personal information safe and secure and we will not keep your information on file any longer than we need to. We will share relevant information with HMRC only if you have ticked the Gift Aid box on the membership form which allows us to claim gift aid on your membership contribution on behalf of this charity. We will not share your personal information with anyone else without asking you first.

If you have any questions about this, please contact NDCSA's Manager on 01834 860293 or Janine.perkins@pembrokeshire.gov.uk

Additional guidelines re COVID-19 - contact tracing programme

Ask customers/visitors for only what is needed

People will only be asked for specific information that has been set out in government guidance such as things like: name, contact details and time of arrival.

Be transparent with customers

We will be clear, open and honest with people about what we are doing with their personal information and why we need it (display notice in premises, on website and tell people). It will be made clear that data collected for customer bookings may also be used for contact tracing purposes.

Carefully store the data

Personal data collected will be kept secure. Security measures in place to reduce the risk of data loss or theft - keep customer and visitor details lists locked away in the wall cabinet when not in use.

Do not use it for other purposes

Personal information collected for contact tracing will not be used for other purposes.

Erase it in line with government guidance

Personal data will not be kept for longer than the government guidelines specify. It is important to dispose of the data securely to reduce the risk of someone else accessing the data - we will shred paper documents containing data for the contact tracing programme when specified.